

Anderson College



Student Handbook

1961 - 1962



ANDERSON COLLEGE

Student Handbook

Anderson, South Carolina
1961 - 1962

THIS HANDBOOK IS THE PROPERTY OF:

Name -----

Address -----

It will be necessary for every student to have his own Handbook. One copy is given to the student. The second copy will cost \$1.00.

ALMA MATER

Dear to our hearts is our Alma Mater
Loyal and true are we;
Truest devotion till life is ended,
Wholly we pledge to thee.

Tho' from thy halls far away we wander,
Thoughts back to thee will fly,
And tender mem'ries time cannot sever,
Love than will never die.

Heaven's choicest blessings ever attend thee,
Dear Alma Mater mine—
No shadows harm thee, no fears alarm thee,
Always the sunshine thine.

And tho' we leave thee, we'll never grieve thee,
True to our trust we'll be;
Our best endeavor, now and forever,
Always to honor thee.

—Mrs. Charles Sullivan, Sr.

TABLE OF CONTENTS

General Information	5
President's Welcome	7
Academic Calendar	10
Student Government President's Welcome	12
Traditions	13
The Anderson College Ideal	13
How to Succeed in College	14
Organizations	15
Religious	16
Honor Societies	16
Student Publications	18
Clubs	18
Other Organizations	19
Administrative Regulations	21
General Academic Regulations	22
Chapel	26
Orientation Classes	26
Church Attendance	26
Required Meetings	27
Infirmary Regulations	27
Library Regulations	28
Book Store	29
Canteen	29
Music Department	29
Student Center-Gymnasium	30
Work Grants	30
Activities Point System	31
Daily Schedule	33
Student Government	35
Constitution	36
Rules and Regulations	40
Social Regulations	40
Smoking Regulations	41
Dormitory Regulations	45
Men Boarding Students	49
Day Students	49
Use of Automobiles	50
College Visitors	51
Off Limits	51
Honor Code	51
Honor Pledge	52
The Penalty System	52

*Anderson
College
General
Information*





John Edward Rouse, President

WELCOME

To a college community of students and teachers,
to the stimulating challenge of classroom and laboratory,
to the friendship of kindred minds and hearts,
to hard work and delightful play,
to worship, to service, to study,
to discipline and relaxation,
and to the happy fellowship which is
ANDERSON COLLEGE—
WE BID YOU A CORDIAL
WELCOME!

LIVING TOGETHER AT ANDERSON COLLEGE

Living together requires co-operation on the part of all concerned. Co-operation is easier if those people living and working together have agreed upon certain definite and simple rules. In this little book are placed rules by which the Anderson College family, composed of students, staff, and faculty, lives and works. These rules must be learned, understood, and obeyed. Parents are urgently requested to study this Handbook.

J. E. ROUSE
President



W. E. TISDALE
Administrative Assistant



C. E. BUTLER
Academic Dean and Registrar



BURTON HUMPHREYS
Dean of Men



MRS. JOHN CLARK
Dean of Women



MRS. HUNTER THOMPSON
*Dormitory Hostess
West Dormitory*



MRS. ELIZABETH LEE
*Dormitory Hostess
East Dormitory*



MRS. JOHN GLENN
Receptionist



MRS. VIRGINIA MILLER
Dietitian

ACADEMIC CALENDAR 1961-1962

1961

Registration and Orientation	September 6-13
Mid-Semester	
Examinations	November 6-10
Thanksgiving Holidays	
begin	November 22—1:00 p.m.
Classes Resume	November 27—8:00 a.m.
Christmas First Night	December 4
Christmas Holidays	
begin	December 20—1:00 p.m.

1962

Classes Resume	January 2—8:00 a.m.
First Semester Final	
Examinations	January 15-19
Registration—Second Semester	January 22-23
Classes begin	January 24
Founders Day	February 14
Mid-Semester Examinations	March 19-23
Spring Holidays	April 19—1:00 p.m.
Classes Resume	April 24—8:00 a.m.
May Day	May 5
Second Semester Final	
Examinations	May 17-23
Baccalaureate Sermon	May 27
Graduation	May 27



PATRICIA COX
President, Student Government

WELCOME TO NEW STUDENTS

In order to afford ourselves an opportunity to learn and observe the rules of life, we have come to college. This is a genuine privilege of which we should be proud. The Student Government Association will strive to help you in all phases of college activities, and through your co-operation we can set a fine example of an upright Christian school. Let us as students be alert, co-operative, and sincerely interested in making the Anderson College Government Association efficient and beneficial to community life.

PATRICIA COX,

Student Government President

TRADITIONS

The Halloween Banquet introduces the fall activities. At this banquet the tradition of the hiding of the Crook will be explained.

The Christmas season is ushered in by Christmas First Night. Christmas carols are sung and played in the college dining room during the month of December. Before the Christmas holidays the college choir presents a Yuletide Music Concert.

Founders' Day is observed on February 14. This is the date on which the charter of the college was granted by the State of South Carolina.

Sunshine Sister Week supplies a note of interest and piquancy during first semester examinations.

The May Day Festival is given on the college athletic field early in the month of May.

THE ANDERSON COLLEGE IDEAL

"A Healthy Christian Student doing his work accurately, completely, and happily," which means that he has:

1. Christian sense of values.
2. Integrity of character.
3. An abiding interest in learning.
4. A respect for human personality.
5. A healthy body.
6. Creative responsibility.
7. Accuracy in all things.
8. Appreciation of the beautiful.
9. Happiness in spirit.
10. Courtesy in manner.

The College Ideal as an expression of the spirit of Anderson is held constantly before the minds of the students.

HOW TO SUCCEED IN COLLEGE

Be alert.

Be sweet.

Be humble.

Be on time.

Be industrious.

Eat no more than enough.

Sleep at least seven hours.

Study lessons as assigned.

Spend less than your income.

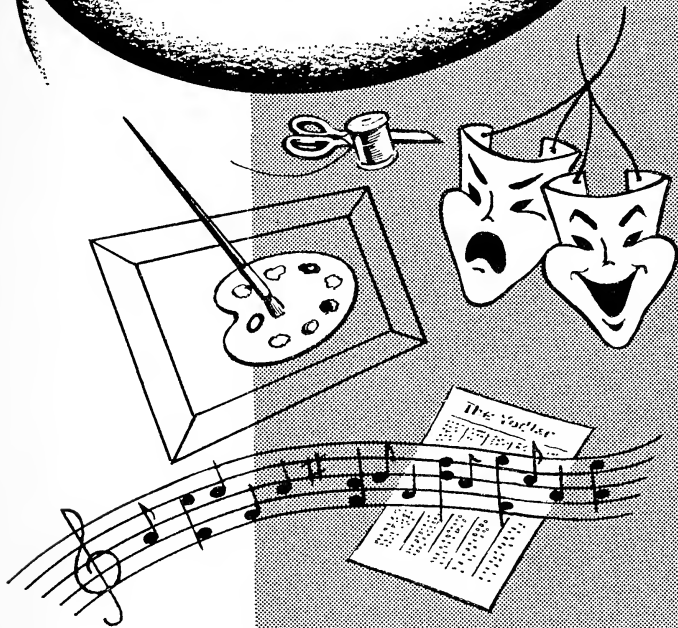
Be loyal to the administration.

Take physical exercise regularly.

Associate with wholesome companions.

Accept Christ as Savior and live as His subject.

Organizations of Anderson College



RELIGIOUS ORGANIZATIONS

Baptist Student Union

The BSU is a distinctive student program promoted by the Southern Baptist Convention for Baptist students. However, any student is eligible to belong by (1) uniting with a Baptist Church in the College community, or (2) actively participating in his home church if he commutes daily to College, or (3) joining an organization of a local Baptist Church such as Sunday School, Training Union, Brotherhood, etc., or (4) joining a campus unit organization such as Ann Hasseltine Y. W. A., Church Related Vocations Group, Ministerial Association, or Missions Volunteer Group.

Canterbury Club

The Canterbury Club is a volunteer association of Episcopal students which has for its purpose the deepening of their faith in and their loyalty to our Lord Jesus Christ through study, discussion, and fellowship.

Wesley Fellowship

The Wesley Fellowship is an organization open to all Methodist students on campus. The Fellowship sponsors programs twice a month, deputations, and socials. Sponsoring churches are St. John's Methodist and Trinity Methodist Churches of Anderson.

HONOR SOCIETIES

Phi Theta Kappa

In 1932 the Anderson College chapter, Beta Pi, was granted a national charter by the Grand Council of the Phi Theta Kappa. This junior college scholarship

society, corresponding to Phi Beta Kappa for four-year colleges, has chapters in numerous accredited junior colleges throughout the United States. A student to be eligible must rank in the scholastic upper ten per cent of the students enrolled in Arts and Science courses. Professor Henry von Hasseln holds an honorary membership in the Beta Pi chapter and is faculty sponsor of this chapter.

Alpha Pi Epsilon

Alpha Pi Epsilon is a national honorary secretarial society for students of secretarial subjects. Its chief purpose is to professionalize the status of the college trained secretary. The society stresses superior achievement in stenography and encourages its members to carry high ideals into business relations. The Sigma Chapter was organized at Anderson College in May, 1941.

Delta Psi Omega

Delta Psi Omega, national junior college dramatic fraternity, corresponds to Alpha Psi Omega for four-year colleges and has approximately two hundred chapters located in junior colleges all over the United States. Students who have a good scholastic standing are eligible for membership in the organization after they have actively participated in acting or play producing. The membership in any junior college is limited to twelve members.

Denmark Society

Membership in the Denmark Society is limited to sophomores of outstanding character and achievement. Near the end of each year, sophomores who have maintained a high standard of Christian character, a constructive quality of service and leadership, and a maximum degree of individual scholarship are elected by the Faculty Executive Committee to membership in the Denmark Society.

STUDENT PUBLICATIONS

The Yodler

The Yodler is the campus newspaper, published monthly or more frequently, by the students of Anderson College. The Associated Collegiate Press has conferred All-American rating on The Yodler for the twelfth time.

The Columns

The Columns is the yearbook published by the students of Anderson College. It attempts to portray and record in permanent form the varied student interests.

CLUBS

Commercial Club

All students enrolled in the Department of Secretarial Science are eligible for membership in the Commercial Club. At the monthly meeting varied programs are presented at which the members discuss the opportunities and problems relating to their chosen field.

Home Economics Club

The Doddridge Home Economics Club aids in the development of initiative, leadership, and professional pride for students interested in this field. This club, named for the first home economics teacher at Anderson College, is affiliated with the American Home Economics Association.

Circle K Club

The Circle K Club is sponsored by the Anderson Kiwanis Club and was organized at Anderson College in 1960 with a charter membership of fifteen. The Circle K motto is "We Build." The purpose of the club is to

render service to the college and community and to develop good citizens and leaders of the future. The membership of Circle K consists of male students of good character and scholastic standing who are officially enrolled at Anderson College. Each year the good sportsmanship trophy, given by the Anderson Kiwanis Club, is presented to the recipient by the Circle K Club.

OTHER ORGANIZATIONS

The Anderson College Choir

The Choir is unique in that it is both a class, giving credit, and a student organization. Made up of 40 women's voices selected by audition early in the fall session, the Choir is under the direction of the head of the voice department. During recent years, the Choir has sung at Clemson and Erskine Colleges, Baptist State Convention and Associational meetings as well as at campus and off-campus events during the year. Members agree when admitted to take no unexcused cuts at rehearsal or performance and to remain through Commencement for needed performances. Members value the learning of some 40 to 50 choral compositions from sacred and secular choral literature as a very enriching experience. Most but not all of the selections are performed from memory. During the Spring of 1961, the Choir issued an LP Album which was well received.

The Anderson College Players

The Anderson College Players is the college dramatic organization. Its members, under a trained director, receive training in acting, directing, stage managing, and make-up. Bi-monthly meetings are held and public performances are given.

Anderson College Athletic Association

The purpose of the Anderson College Athletic Association is to develop skill in sports which will lead to intelligent and constructive use of leisure time, to promote standards of sportsmanship, and to translate health facts into health practices which will function in each individual's program. During the year, the A.C.A.A. sponsors tournaments and competitive games between the classes and games are arranged with outside teams. The recreational calendar includes parties and supper hikes. The A.C.A.A. and the Physical Education Department present the annual May Day program. Points are awarded for participation in the various clubs, hockey, tennis, basketball, baseball and softball, and letters are presented to those attaining the required number of points.

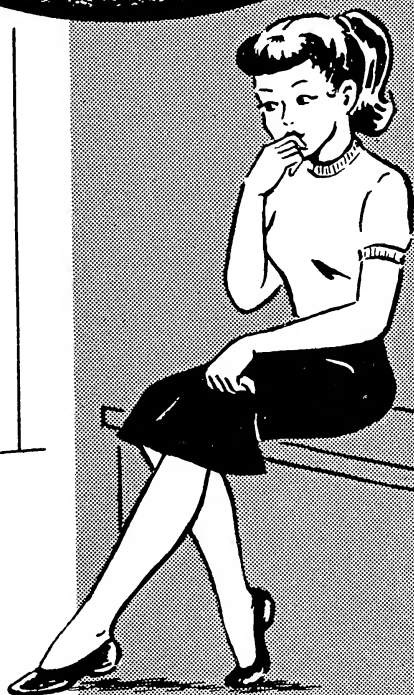
Alumni Association

All graduates and former students are eligible for membership in the Anderson College Alumni Association. The purpose of the organization is to keep alive in the hearts of all former Anderson College students a vital love and enthusiasm for their Alma Mater.

The College welcomes its alumni at any time during the year and extends a special invitation for class reunions at Commencement.

Administrative Regulations

OFFICE



GENERAL ACADEMIC REGULATIONS

Registration and Classification

Each student upon arrival at the College should report to the business office where an initial payment is made and a matriculation card, signed by the Treasurer, is secured. Instructions for classification are given by the Dean when the student reports to the auditorium for convocation. The student next reports to a member of the Classification Committee for consultation and arrangement of the courses of study. When the complete program of the course of study has been approved, the student is given cards of admission which must be presented to the instructors of the various courses indicated. No student will be admitted to a course who does not present a card of admission. All matriculation cards are left in the office of the Dean.

A charge of \$1.00 must be paid at the business office for changes made in courses after the second week of the semester, unless the change is made on the initiative of the college authorities. No change in registration will be permitted without the approval of the Registrar. Students will not be excused from classes dropped until the instructor receives official notice.

A subject dropped after the middle of the semester is recorded as a subject failed if the grade is below passing at the time the subject is dropped.

The College reserves the right to withdraw any course the enrollment of which does not justify its continuance.

Requirements for Graduation

Requirements for graduation with the Associate of Arts Degree or the Secretarial Diploma are sixty-four semester hours of college work and a corresponding number of quality points.

Grades

At the end of each semester, the grades of each student are sent to the Registrar's office by the instructor, recorded on the permanent records of the College, and

a report is sent to the parent or guardian of each student. Parents are earnestly requested to examine these report cards and co-operate in every way possible with the College in order to strengthen points of weakness and deficiency. Parents can render valuable assistance by a hearty, sympathetic co-operation.

A, B, C, and D are passing grades; F means failure.

The semester grade represents all the work of the student in the course concerned, including daily recitations, special tests, and the final examination.

Requirements for Honors

Any student who maintains an average of 2.50 quality points for each semester hour of credit for the entire course of study shall be granted his diploma *Cum Laude*; any student who maintains an average of 2.75 quality points for each semester hour of credit for the entire course of study shall be granted his diploma *Magna Cum Laude*; and any student who maintains an average of 2.95 quality points for each semester hour of credit for the entire course of study shall be granted his diploma *Summa Cum Laude*.

The following table shows the number of quality points per semester hour credit for each grade:

Grade	Numerical Grade	Points per Credit
A	100-95	3
B	94-89	2
C	88-80	1
D	79-70	0
F	Below 70	0

Persons withdrawing from classes will be given:

WP—withdrawing while passing

WF—withdrawing while failing

An average grade of C is necessary for graduation. Deficiency in quality points may, in some instances, be removed by repeating courses on which low grades have been made.

Tests and Examinations

Regular Examinations: All classes are examined at the close of each semester. The examinations do not exceed two hours in duration. In addition to these regular examinations, class tests are conducted at such times as the instructor in charge may see proper.

Permission to make up tests must be received from the Dean in consultation with the instructor.

No student may be exempt from examinations by any teacher and no teacher may hold an examination out of the scheduled time.

Special Examinations: A sophomore who has any condition on the work of the second semester will be given an opportunity to remove the condition. For such examination a fee of two dollars is paid.

A condition on a semester's work in any course may be removed at the discretion of the instructor by a second examination at the appointed time for re-examination. If the examination is satisfactory the grade is raised to a passing grade, but no higher. If the examination is not satisfactory, the student will be required to repeat the subject. For such examination a fee of two dollars is paid.

Permission to make up final examinations which have been missed will be given only in case of serious emergency and must be approved by the Academic Dean. A fee of \$2.00 for each subject will be paid for each make-up test or examination requiring extra work by the teacher.

Class Attendance

Regular and prompt class attendance is expected of all students. The following regulations concerning class attendance are enforced.

1. No student shall receive credit in a course in which he has been absent for more than one-fourth of the time for which the class was scheduled. No student

will be admitted to a class after the second week of the semester, except in extraordinary cases, when the Registrar may admit a student on recommendation of the instructor of the course. Students entering late must make up the work which their classes have already done.

2. Parents are asked not to withdraw or detain students from any academic duty, except for reasons approved by the college authorities. Application for special exceptions growing out of emergencies in the family of the student must be made by the parents.

The following excuses for absences are permissible under the regulations of the faculty.

a. Personal illness, certified by the college infirmary, parents, or physician.

b. Marriage or death in the family.

c. Critical emergency in the family.

d. Leave of absence to represent the college officially.

e. Field trips which necessitate absence from other classes.

3. Students who wish to withdraw from the College at any time other than the end of the semester are required to file a withdrawal card with the Registrar. Any student who withdraws from the college without notifying the President or Registrar suspends himself.

Classroom Regulations

The students are required to attend all sessions of the courses for which they are registered. Should a student be absent three times from any class without explanation, he will be dropped from the class roll and asked to meet with the Registrar to show reason why he should be re-admitted to class. Students who are absent from the class 25 percent of the class sessions cannot receive credit for the course. Three tardies constitute an absence. An absence before or after a holiday will count as a double absence.

CHAPEL

All students are required to attend chapel on Mondays and Wednesdays at 10 a.m. Absences from chapel will be excused on the same basis as class absences. A maximum of two unexcused absences from chapel will be permitted each semester. Tardies are counted as absences. A student who accumulates more than two unexcused chapel absences is subject to suspension from the college and must appear before the chapel committee.

Chapel Time: No loitering in halls, colonnades, lounges, parlors, or on the campus will be allowed during Chapel time. Any student taking a Chapel cut will be expected to wait or study in the classroom in which his last class was held or in which his next class will be held. Resident students will be asked to remain in their rooms. Offices will be closed during Chapel.

ORIENTATION CLASSES

Orientation classes will be held during the third period on alternate Fridays throughout the school year. Attendance is required of all students. One hour credit will be given for the year. Absences from orientation classes will be excused on the same basis as other class absences. A maximum of one unexcused absence per semester will be permitted.

Fridays on which orientation classes do not meet will be used for organizational meetings.

CHURCH ATTENDANCE

Since our primary concern is the education of Christian students, it is assumed that all resident students will attend the church of their choice each and every Sunday. If a student fails to attend church regularly, he or she will be called to account, and may be asked to transfer at the end of the current semester.

REQUIRED MEETINGS

CHAPEL: All students are required to attend Chapel on Mondays and Wednesdays.

CHURCH: Sunday morning worship service is required of resident students. Churches in Anderson are very friendly and eager to make one feel at home.

MEETINGS: Meetings of freshman and sophomore classes are required.

Boarding Students are also required to attend Crook Banquet, Christmas Banquet, Sophomore-Freshman Reception, President's Reception, Christmas First Night, Founder's Day Exercises, Faculty Recitals, Graduating Recitals, Anderson Concert series, and designated plays and programs.

INFIRMARY REGULATIONS

1. Students who need medical care will report to the infirmary as soon as possible.

2. Students coming to the infirmary for an overnight stay must notify the dormitory hostess before coming.

3. No meals will be served in the dormitory rooms. Sick students must report to the infirmary.

4. Students must report to the infirmary for medication. No medication will be sent to the rooms.

5. Resident students are expected to use the college doctor and appointments must be made through the college nurse. This includes any doctor or dentist.

6. Class excuses from the nurse will only be given for those students who stay in the infirmary and will not be given to those who remain in their rooms during an illness.

7. In case the student has to be taken to the hospital for surgery, her parents or guardian will be notified immediately.

8. The nurse is not responsible for medicine taken in

the dormitory room, nor for continued treatment prescribed prior to the student's admission to the college. In case of need for continued treatment, the nurse and a local doctor should be consulted.

9. Visiting hours in the infirmary will be from 3 p.m. to 5 p.m. after obtaining permission from the nurse. Men students are not permitted to visit girls staying in the infirmary.

10. Office hours:

8 a.m. to 12 noon

1 p.m. to 2 p.m.

6 p.m. to 7 p.m.

Students are urged to go to the infirmary at stated hours insofar as possible.

LIBRARY REGULATIONS

1. The library is open Monday through Friday, 8 a.m.-4:30 p.m., 7-9:30 p.m., and Saturday, 8 a.m. until noon; it will be closed on Sundays, college holidays, and evenings of required entertainments.

2. The library may be used by all members of the college community.

3. Books, except reference and reserve books, may be checked out for two weeks and may be renewed once for the same period.

4. Books placed on reserve at the request of faculty members may be checked out at closing hours to be returned by 8:30 a.m. the following school day; those placed on strict reserve will be marked "Library use only" and may be used only in the library.

5. Magazines and newspapers will be used in the library only, but newspaper clippings will be kept if request is made to the desk attendant.

6. Recordings are for library use only, and only the records belonging to the library may be used in the music center.

7. The following fines will be charged for books over-

due: two-week books, 2 cents per day; reserve books, 25 cents per day.

8. Each borrower is held responsible for books and materials checked out in his name, and fines due the library must be paid in full before the student is entitled to take semester examinations or to receive a transcript of credit.

9. In case of very special need, the library may be kept open on any particular Saturday afternoon by appointment if request is made to the librarian not later than noon on Friday.

BOOKSTORE

1. Hours:

Monday through Friday	8:30 a.m. until 3:30 p.m.
Saturday	8:30 a.m. until 11:00 a.m.

2. Stamps will be sold Monday through Friday from 1:00 p.m. until 1:30 p.m.

3. No charge accounts will be permitted.

CANTEEN

1. Hours:

Monday through Friday	8:00 a.m. until 3:30 p.m. 5:50 p.m. until 6:50 p.m.
Saturday	8:00 a.m. until 11:00 a.m.

2. No charge accounts will be permitted.

3. The Lost and Found department is in the canteen.

MUSIC DEPARTMENT

1. Practice rooms are assigned by the Music Department to students studying Applied Music with one of the college instructors.

2. Auditorium pianos and organ are never used except by express permission of the Chairman of the Music Department.

3. Drawing room Chickering Grand piano is used under supervision and permission of the Hostess or Receptionist and for approved functions meeting in the Drawing Room.

4. Leaders of organizations desiring "Special" music for meetings, etc. are asked to make these requests to the Chairman of the Music Department so that the requests may be channeled to the instructor and student(s) involved. Please make these requests far enough ahead so that good preparation may be made and a worthy appropriate performance be possible.

STUDENT CENTER-GYMNASIUM

1. Neither the ground floor nor the third floor shall be used for socializing by dating couples at any time.

2. No girls shall use the ground floor nor the hall near the men's locker room except to go directly to and from the classrooms on the ground floor.

3. A recreation period has been planned each week day from 5:50 to 6:50 p.m. when students are encouraged to use the Student Center facilities.

4. No bottled drinks are to be taken into the gymnasium at any time.

5. Empty bottles must be returned to racks for this purpose. Failure to comply with this rule may result in more severe regulations.

6. Only proper gym shoes may be used on the gymnasium floor.

7. Whenever the Student Center is not in use, it will be locked and students should not expect to use it at these times.

WORK GRANTS

1. Students may make application for work in the college dining room, Library, switchboard, certain offices, as athletic assistants and other various assignments.

2. Pay for such work is on an hourly basis, and is applied to college expenses.

3. Students are responsible to a designated supervisor. If a student fails to carry out his duties satisfactorily, the work grant will be withdrawn.

4. Applications for work grants should be made through the office of the Administrative Assistant, Mr. William Tisdale. Records are kept in this office, and any changes should be reported to Mr. Tisdale.

ACTIVITIES POINT SYSTEM

During the year no student may hold office or participate in extra curricular activities for which the total number of points totals more than five.

Student Government Association

President	4
Vice-President	3
Secretary and Treasurer	3
House President	3
Safety Marshal	1
Representatives	1
Proctor	2

Baptist Student Union

President	3
Vice-President	1
Secretary	1
President of Religious Organizations ..	1
Cabinet members	1

Anderson College Athletic Association

President	2
Vice-President	1
Secretary and Treasurer	1
Member of a team	1
Cheer leader	1

The Yodler and The Columns

Editor in Chief	3
Associate Editor	2
Business Manager	2
Staff members	1

Class Members

President of Sophomore class	2
President of Freshman class	2

College Choir

President	2
Members	1

Clubs

President	2
Other officers	1

Dramatics

Participant or assignment in a production — Major	2
Minor	1

DAILY SCHEDULE

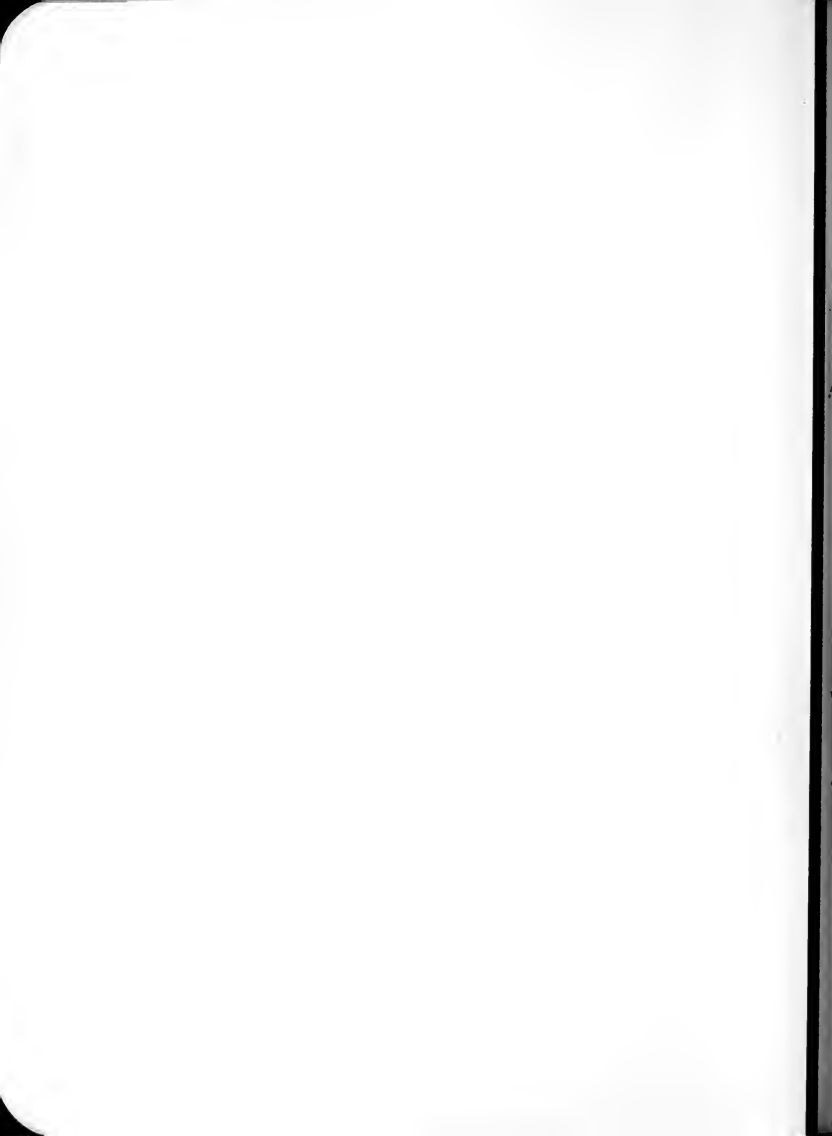
(Monday through Friday)

A.M.

- 6:45 Rising bell
- 7:00- 7:30 Breakfast
- 8:00- 8:50 First class period
- 9:00- 9:50 Second class period
- 10:00-10:50 Third class period (chapel period Monday and Wednesday, Orientation and Organizational meetings on Fridays)
- 11:00-11:50 Fourth class period

P.M.

- Noon-12:50 Fifth class period
- 12:15- 1:10 Lunch (Students should schedule classes so as to leave either 5th or 6th period open for lunch)
- 1:00- 1:50 Sixth class period
- 2:00- 2:50 Seventh class period
- 3:00- 3:50 Eighth class period
- 5:30- 6:00 Dinner
- 5:50- 6:50 Recreation period
- 6:55 Warning bell
- 7:00-10:00 Study Hall
- 10:30 Sign in time
- 10:35 Room check by Dormitory Hostess
- 10:55 Warning bell
- 11:00 Lights out
- Final check by proctor



*Anderson College
Student
Government*



CONSTITUTION

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standard of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standards of conduct, loyalty and honor in all phases of college life.

Article I — Name

The name of this organization shall be the Student Government Association of Anderson College.

Article II — Object

The object of the Association shall be to foster student interests and activities, to maintain high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

Article III — Membership

Every student enrolled in Anderson College automatically becomes a member of the Association.

Article IV — Powers

The powers vested in the Student Government Association constitute a privilege granted by the Administration. These powers shall be subject to revocation at any time at the discretion of the President of the College.

Article V — Meetings

The Council shall hold regular meetings each week.

Article VI — Executive Department

Section 1. Council. The executive power of the Association shall be vested in the Council.

Section 2. Officers. The Council shall consist of the following officers:

- President of the Association
- Vice-President of the Association
- Secretary and Treasurer
- An elected member of the B.S.U.
- House President—West Dormitory
- House President—East Dormitory
- Sophomore Representative of Men Students
- Sophomore Representative of Women Day Students
- Freshman Women Representative
- Freshman Men Representative
- President of A.C.A.A.
- Two Safety Marshals

Section 3. Duties:

1. The duties of the Council shall consist in the promotion of scholarship, honor, and student activities on the campus. This body will deal with the problem of discipline involving resident and non-resident students.

2. Any member of the Council missing two meetings of the Council without excuse (permission to be obtained in advance) may be relieved of his or her position.

Article VII — Marshals and Proctors

Section 1. The Council shall appoint proctors with the approval of the Student-Faculty Committee.

Section 2. The Council shall appoint marshals.

Article VIII — Legislative Department

The legislative power shall be vested in the Association as a whole, the Faculty, and the Administration. Amendments to the Constitution may be proposed in writing by ten members of the Association. After approval by the Faculty and after two weeks consideration, the Association may adopt amendments by a two-thirds vote of the entire membership.

Article IX — Duties of the Officers

Section 1. President:

1. The President shall preside at the meetings of the Association and the Council.
2. The President shall receive reports of violations of rules.
3. The President shall act as representative of the Student Body.

Section 2. Vice-President:

1. To perform all duties of the President in case of the inability of that officer to do so.
2. To promote social standards.

Section 3. Secretary:

1. To carry on the correspondence of the Association.
2. To keep a record of all proceedings of the Association and of the Student Council meetings.

Section 4. House Presidents:

1. Shall be responsible for order in their dormitories.
2. Shall supervise the Proctors' duties.

Section 5. Proctors:

1. Shall be responsible for order in their sections at all times.
2. To inspect within five minutes of the ringing of study hour and light bells and report violations of rules.
3. Any proctor who is absent from her section for any length of time or who is unable for any reason to perform her duties shall secure a substitute and shall report the name of the latter to her House President.

Section 6. Marshals:

- To keep record of attendance at entertainments where attendance is required.
2. To report to their respective Councils any absences.
 3. To serve as ushers when needed.

Section 7. Safety Marshals:

1. Shall be in charge of fire drills.
2. Shall be responsible for checking to see if buildings are cleared.

Article X — Elections

Section 1. Elections:

1. All elections shall be conducted by the Student Government.

2. Elections shall be held in the following order:

Student Government Officers

Religious organizations

A.C.A.A.

Clubs

Class Officers (in fall)

Section 2. Eligibility:

1. A student must have a "C" average to be eligible for nomination.

2. A student must be in good Student Government standing.

Section 3. Election Days:

1. Elections of officers for a school term shall be the first week in March.

2. Election of Freshman representatives shall be the third week in October.

3. Class officers shall be elected on a date set by the Student Council.

Section 4. Nominations:

1. The Student-Faculty committee shall nominate the President, Vice-President, Secretary, House President, Representatives, and Safety Marshals for the Student Government. (See Article XI, Section 1.)

2. The Baptist Student Council shall nominate its council for the following year. (Since responsibility lies mainly with the dormitory students, preference will be given to the dormitory student in the election of a president.)

3. The President of the Student Council shall act as the Sophomore Chairman until the Sophomore President is elected.

4. The Vice-President of the Student Council shall act as the chairman for the Freshman Class until class officers are elected.

5. After nominations are announced, nominations from the students may be made in writing within two days, and given to the President of the Student Government Association.

Article XI — Student-Faculty Committee

Section 1. The Student-Faculty Committee shall be composed of the President of the College, the Dean of Women, the Dean of Men, the Registrar, the President, Vice-President, and Secretary of the Association, two members of the Faculty and two of the student body elected by the above members of the Committee.

Section 2. The Committee shall consider problems and policies of the College. Any student or faculty member may request consideration of any matter by the Committee.

Section 3. The Committee shall be subject to called meetings at any time.

Section 4. Cases of discipline involving major offenses must be referred to this Committee.

RULES AND REGULATIONS

I. SOCIAL REGULATIONS

A. Conduct

1. A student is expected to show both while on campus and away from campus a respect for order, morality, personal honor and the rights of others.

2. The administration may at any time request the withdrawal of a student whose conduct or general influence is considered harmful even though no specific charges be made.

3. Students guilty of improper socializing or improper display of affection may be asked to withdraw from college immediately.

4. Deliberate damage of college property is considered a serious offense.

5. Students should be reminded that turning in a false fire alarm is punishable by law, as well as suspension from the college.

6. Behavior in the front parlor and foyer is expected to be more formal and decorous. Sitting on the red carpeted stairs is prohibited.

7. Dining room etiquette calls for quiet, inconspicuous behavior. Rowdy or boisterous conduct is out of order.

8. No gum chewing during chapel or in the dining room.

9. Students will not leave the dining room on special occasions until the program is entirely completed.

10. Students are expected to line up outside the dining room door in an orderly manner, waiting quietly until the meal is ready to be served.

11. No food except fruit may be carried from the dining room.

12. Only students working in the dining room are permitted to eat early.

13. Students must remain in their place in the lunch line. Students must not break lunch line unless permitted to do so by the dietitian.

14. There will be no card playing in the canteen, colonnades or other public places.

SMOKING NOT ALLOWED

Special to Parents and Students

Smoking—Girls known to be smoking will be warned on first offense and parents will be notified. On second offense girls will be restricted and parents notified. On third offense girls will be suspended from College. Boys are allowed to smoke only in designated places.

B. Clothing

1. Students are expected to dress properly for all occasions.
2. Proper dress for girls going to church consists of heels, appropriate dress or suit, hat, bag and gloves.
3. Bermuda shorts may be worn on back campus, in the canteen and to physical education classes.
4. Neither swimsuits nor brief shorts and halters are used for tennis playing. Brief shorts are not permitted at Anderson College.
5. Bermudas or slacks are never worn on the front campus, on the streets or with a date.
6. For picnics, outings and skating, slacks may be worn with consent of the Dean of Women for each occasion.
7. Men visitors, whether students or non-students, must be properly dressed when calling for their dates. Preferable dress includes coat and tie. Bermuda shorts or shirts worn loose will not be permitted. Girls will not date men nor ride in cars with men who are not properly dressed.
8. Girls may not wear their hair in curlers except in the dormitory and when taking sunbaths on back campus.
9. Men are expected to wear coats and ties on Sunday and for special occasions.

C. Privileges for Dormitory Students

A general permission blank will be mailed to parents before college begins. Permissions granted beyond those specified will be considered special and must be requested in a letter sent through the mail to the Dean of Women.

Weekend Privileges

1. Freshmen may spend five week-ends away from the college during each semester.

2. Sophomores may spend six week-ends away from the college during each semester.

3. The weekend begins when the student's last class is over on Saturday morning and ends at 10:30 p.m. on Sunday.

4. No extra weekends will be allowed unless there are extreme emergencies such as a death in the family. All plans for leaving campus must be kept within the allowable number of weekends, except for college business approved by the Academic Dean.

5. The first two weekends of college are closed. Students may not be away for a weekend until September 23.

Nights Out

1. Saturday and Sunday nights are free nights out.

2. Freshmen are not allowed date nights Monday through Friday during the first semester. They may go to prayer meeting on Wednesday night or to choir practice one other night, but not with a date. It is expected that students go directly to prayer meeting and return directly.

3. Second-semester freshmen and sophomores who have a "C" average or better may have one date night Monday through Friday.

4. A college sponsored event held on campus does not count as a "night-out," provided students go directly to the event and return directly afterward to the dormitory. Dating is permitted for these occasions and under these circumstances.

Afternoons Out

1. Dormitory students may spend two afternoons per week away from the campus between the hours of 1 p.m. and 5:30 p.m.

2. Girls may not leave campus without an escort.

3. Girls leaving the campus with a group must return with the group. Girls signing out with a group are not allowed to leave the group and return alone or with a date.

4. Girls may walk between Calhoun and Greenville Streets. It is not necessary to sign out under these circumstances and this does not count as an afternoon out.

Dating

1. Excessive dating by Anderson College students will be discouraged.

2. The recreation period on Mondays through Fridays between 5:50 and 6:50 p.m. will not be considered as dating.

3. Prolonged socializing by a couple is considered dating.

4. Dating is permissible on nights out, afternoons out (provided the girl signs out) and on Saturdays and Sundays. There will be no dating without signing out.

5. There will be no dating on back campus.

6. There will be double dating only for freshman girls until October 15.

7. When leaving college with a date or returning from a date, girls will use the front door of the main building. Girls are not permitted to use the side door when dating.

8. At the sound of the warning bell five minutes before sign in time, all dates must leave promptly. Girls are expected to sign in and be in their rooms at the last bell.

9. No sitting in cars after returning. No stopping on porch. Girls must come at once into building.

10. The South Carolina Baptist Convention, as a convention, is opposed to its educational institutions sponsoring or promoting dances. However, Anderson College does allow the girls, with special permission from home and full responsibility being assumed by the parents, to be away from the college in order to attend some special occasions where there is dancing.

11. The maximum time for any scheduled date is five hours, unless special permission is secured.

12. Special permission — Any special permission must

be secured from the Dean or her staff well ahead of the time for which it is to be used. Any permission to stay out of the dormitory after the set time for return requires special permission.

13. In order to eliminate confusion in the foyer, couples on dates will say goodnight at the door.

II. DORMITORY REGULATIONS

A. Sign Out Procedure

1. There will be no dating without signing out.

2. When leaving and returning to campus, girls must sign out and in in the dormitory office. Individual cards are provided for this purpose.

3. Students are not permitted, under any circumstances, to sign out or in for another student.

4. The sign time must be exact and correct.

5. Each time a student leaves the campus, even for a short time, she must sign out and in.

6. The sign out card must be initialed by the Dormitory Hostess when a student leaves the campus at night, for any special permission, when she goes home, and when she leaves the city of Anderson. It is not necessary for the card to be initialed when a student goes to town for an afternoon or to church Sunday morning.

7. On week days, the sign out time for afternoons begins at 1 p.m. and the student must sign in by 5:30 p.m. Evening sign-out time begins at 6:30 and the student must return by 10:30 p.m. On Wednesday night, students must sign in not later than 9:30 p.m. on returning from prayer meeting.

8. Students going to the library or the music department to practice at night must sign out on slips obtained from the Dormitory Hostess for this purpose.

9. If a girl is to be later signing in than the designated time, she is to phone the Dormitory Hostess. She is not exempt from penalties unless the lateness is judged unavoidable.

10. Girls do not sign out alone unless they have an escort.

B. Study Period Regulations

1. Study periods will be held each week night Monday through Friday from 7 p.m. until 10 p.m.

2. Rooms will be checked by proctors at 7:05 p.m.

3. There will be absolute quiet during study hall. No radios nor record players may be operated. Typing will be done in a special room for night typing. No unnecessary running of water.

4. Permission to study with another must be obtained from the Dormitory Hostess.

5. A quiet hour or open study period is held from 10 to 11. Radios may be played softly and typing may be done at this time. Water may be run. Girls are not permitted to leave their rooms after final room check at 10:35. A check for lights out will be made at 11 p.m.

6. The phone is not to be used during study period.

7. There will be no visiting between the dormitories after 7 p.m. on week nights.

8. East Lobby is to be used for a passage way only for men students. There will be no visiting in East Lobby.

C. Extended Lights

1. Extended lights until 12 midnight are allowed not more than 3 nights per week per room. These will be granted at the discretion of the Dormitory Hostess. Cards will be given out by the Dormitory Hostess at the 10:35 room check.

2. Hang card on outside of door reading "Extended Lights."

3. Extended lights are permitted for all girls on nights of concerts, banquets, college entertainments, receptions, examinations, and review weeks. Quietness must be maintained during the period of extended lights.

4. Every girl is asked to study and be quiet for extended study. No typing at this time of night. No radios. No noise. No visiting.

D. Telephone Regulations

1. All incoming calls are handled through the Switchboard, and the pay phones.

2. Long distance calls will be made from pay phones in the hall.

3. Office phones are business phones. Girls are requested not to use them for personal calls.

4. No telephone calls may be made or received after 10:30 p.m.

5. No incoming or out-going calls during study hall. Emergency calls will be accepted by the Dormitory Hostess.

6. Day students will use the pay telephone in the hall.

7. Students will limit their calls to five minutes.

8. No phoning from one dormitory to the other.

E. Electrical Equipment

1. Use of electrical appliances in the rooms are subject to the approval of the college.

2. Ironing rooms are available for use except on Sundays and during study period. Irons are furnished. No ironing in dormitory rooms is allowed.

3. Washing machines and driers must not be run by any person after 7 p.m.

4. TV sets have been placed in the parlors. They may be used quietly at designated times, subject to the approval of the Dormitory Hostess.

5. Students are not permitted to use sunlamps.

F. Inspection of Rooms

1. Rooms must be neat and clean and trash emptied daily. Bottles must be placed in racks.

2. Rooms will be checked Monday through Friday at 10 a.m. by the Dormitory Hostess.

G. Noise

1. Reasonable quiet shall be maintained at all times.
2. The special regulations for quiet during study hall periods must be observed.
3. Girls must not run through the halls.
4. Loud playing of radios or record players at any time is not permitted.

H. Keys

1. Room keys are furnished each student. The college is not responsible for any missing articles. One dollar deposit is made for a room key, to be refunded at the end of the year on return of the key.
2. Post office keys are furnished, using the same system.

I. Damage

1. Students are responsible for any damage done to their rooms or the furnishings of their room. The college will charge the damage to the student responsible.
2. There will be absolutely no writing on walls or furnishings. Marring the building or furnishings in any manner will be paid for by the guilty person. No nails or thumbtacks shall be used in the walls. No scotch tape is to be used on walls or woodwork. Use masking tape only, which is available at the bookstore.

J. Married Students

1. Married students will attend the college only as non-resident students.
2. If a resident student marries while the college is in session, she withdraws from the dormitory.

3. The administration is opposed to marriages which are kept secret.

4. If a student marries secretly, she may be asked to withdraw.

K. Miscellaneous

1. A protected area behind the Administration Building has been provided for sunbathing. There will be no sunbathing during Sunday School and church hours or during chapel periods.

2. Girls must not lean out of or sit in the windows of rooms at any time or talk from the windows to anyone outside.

3. The blinds or shades in the dormitory rooms must be closed when lights are on.

4. Laundry is sent out and paid for by the student under the direction of the Dormitory Hostess.

5. Because of the grave danger of physical injury, the practice of throwing girls in bathtubs is prohibited at Anderson College.

6. Last but not least: Sunday observance on the college campus means quiet, inconspicuous behavior. Ours is a Christian college.

MEN BOARDING STUDENTS

1. Men students who eat in the dining room are subject to all of the college rules which apply to men students.

2. It is expected that these students will come directly to meals and leave when the meals are over. They must not linger and loiter around the college buildings. They may remain on campus for the evening Recreation Period.

IV. FOR DAY STUDENTS

1. Day students are subject to the regulations of the college and are required to conform to Student Government rules and regulations.

2. Special attention is called to the rules on smoking and the regulation regarding proper clothing.

3. Men students are never allowed on dormitory halls except to assist with luggage at the beginning and end of school.

4. Dormitory parlors are not open to men students.

5. Day students are not permitted to spend the night in the dormitories.

6. An attractive lounge has been provided for the comfort and enjoyment of non-resident girl students in the Student Center.

7. The men's smoking lounge is located on the ground floor of the Student Center. Men students are not to smoke except in designated places.

8. Non-resident girl students will be given the privilege of visiting dormitories between the hours of 4 and 7 p.m. after permission has been obtained from the Dormitory Hostess.

9. Day students who do not fit into the spirit of Anderson College, either on the campus or off the campus, may be asked to withdraw from the college.

V. USE OF AUTOMOBILES

1. All automobiles using parking area on campus regularly must be registered in the business office. Stickers, costing 25¢, will be issued to identify automobiles authorized to use parking areas.

2. Dormitory students may ride within a 20 mile radius of the city limits of Anderson with permission from parents.

3. Dormitory students are not permitted to drive automobiles without special permission. Automobiles belonging to students may be used only in driving to and from home. Otherwise, they must be parked on campus and the keys kept by the dormitory hostess.

4. Students are not permitted to sit in automobiles after returning to campus, nor stand around talking to men in parked automobiles on the campus.

5. Students are not to ride in taxis without permission except to and from the bus station.

6. There will be no unauthorized automobiles on back campus.

VI. COLLEGE VISITORS

1. Special parking areas are designated for visitors only.

2. Visitors may be entertained in the college dining room at the following rates: 50 cents for breakfast, 75 cents for lunch, \$1.00 for dinner, and \$1.00 for Sunday dinner and special occasions.

3. The dietitian should be notified in advance when guests are expected for a meal.

4. Girl guests may be entertained in the dormitory overnight on Saturday. Permission must be obtained from the Dormitory Hostess in advance, and the guest must be registered on arrival.

5. There are no accommodations available in the dormitories for parents.

VII. OFF LIMITS

1. Any unchaperoned party is off limits for Anderson College students.

2. No student shall go to a drive-in restaurant where alcoholic beverages are sold or served.

3. The TV station behind the college is off limits for our students, except for occasions which are authorized. This is a place of business and the property has been leased for this purpose.

4. If a student questions the propriety of an occasion, he or she should ask the Dean of Women or the Dormitory Hostess.

THE HONOR CODE

Self-government can be successful only when founded on personal honor. Personal honor requires that every student act honorably in academic work as well as in

every other phase of college life. It is the duty of every student to uphold the ideals and regulations of the College through his or her own personal conduct. If a student should act dishonorably in any phase of college life, he is bound by his personal honor to report to the Student Council any violation of which he knows.

HONOR PLEDGE

Each student will sign the following pledge when completing a test or examination, "I have neither given nor received aid on this test."

THE PENALTY SYSTEM

To aid in the administering of regulations, a system of penalties has been set up by which the Student Council determines with the aid of the Student-Faculty Committee, the punishment for infraction of rules. It is the duty of every council member, dormitory hostess, and all staff and faculty members to hand in to the Student Government President a written report concerning any student whom they see violating any regulations.

At the beginning of the year the Handbook, including the penalty system, will be carefully explained to the students. After a thorough study, a comprehensive test will be given to make certain that the rules are understood.

Penalties are accumulated during a semester, then dropped at its conclusion. Ten penalties constitute a demerit. Parents are notified when one demerit is received. After accumulating two demerits the student must appear before the Council, a week's restriction will be imposed and parents notified. Permanent records will be kept only when two demerits have been received.

In order to prevent careless infraction of the rules and regulations during the last two weeks of each semester, the penalty system for these weeks will be under the care and responsibility of the College Administration.

ANDERSON COLLEGE

Penalty System

Misdemeanor	Penalty
Failure to sign in on time -----	1 penalty for first 3 min. 1 penalty for each minute thereafter until 10 Restriction determined by lateness
Failure to sign in -----	2 penalties
Failure to sign out -----	2 to 4 penalties
Improper sign-out procedure -----	minimum of 4
Failure to notify hostess when not returning to campus as signed out -----	1 demerit and weekend restriction
Leaving campus with group and returning alone -----	weekend restriction and loss of dating privilege during week
Failure to be in room for room check or during study hall without permission -----	minimum of 3
Out of room after 11 p.m. -----	6 penalties
Excessive noise from 7 to 11 p.m. -----	minimum of 4
Noise after 11 p.m. -----	minimum of 5
Lights on after 11 p.m. -----	minimum of 2
Untidy room in dormitory -----	1 to 5
Improper dress -----	minimum of 1
Improper table manners -----	minimum of 2
Misconduct in buildings or on campus -----	minimum of 2
Breaking rule on use of cars -----	minimum of 5
Sitting in cars on campus, talking to boys in cars or loitering in the boys' smoking area -----	minimum of 3
Failure to attend church worship service Sunday morning or any required program -----	4 penalties
Visiting patients in infirmary without nurses' permission -----	3 penalties
Breaking line in dining room -----	2 penalties
Chewing gum in dining room or chapel -----	1 penalty

Taking food (except fruit) from dining room	2 penalties
Taking food or bottled drinks into gym	2 penalties
Day students in dormitory room without permission of hostess	5 each-day and boarding students
Excessive noise at any time, running through halls, slamming doors	2 to 4 penalties
Lights or radios left on after student has left room	1 to 4 penalties
Any abuse of extended lights privilege	minimum of 5
Using telephone longer than 5 minutes	minimum of 2
Bottles not returned to racks	1 penalty each incident
Any waste (paper or other) not cleaned up	2 penalties each incident
Abuse of equipment	minimum of 4 penalties
Poor attitude	minimum of 5 penalties
Student in area where he or she is not supposed to be	minimum of 5 penalties

If penalties are not listed for a particular misdemeanor, they will be determined by the Student Council.

Major offenses will be brought before the Student-Faculty Committee for a decision. One may be suspended for the first major offense. The following are considered major offenses:

1. Stealing
2. Lying
3. Cheating
4. Use or possession of alcoholic beverages.
5. Deliberately leaving dormitory at any time without proper sign out procedure.
6. Breaking of a restriction imposed by Student Council.
7. An accumulation of eight demerits.

Notes

Notes

Notes

Notes

Notes

Notes

Notes

Notes



